

13 August 1957

MEMORANDUM FOR: Assistant to DD/I (Admin)

SUBJECT: Overtime

REFERENCE: Memorandum from Assistant to DD/I (Admin)  
same subject, dated 2 August 1957

The following is submitted in reply to the reference memorandum:

a. Policy. The Office of Basic Intelligence requires overtime to cope with the build-up of a backlog of NIS material to be processed, which, if not promptly reduced, would result in an unacceptable time lag before the published material reached NIS users. OBI uses paid overtime (as opposed to compensatory) because the operations of the Office basically involve a scheduled continuing flow of material received from other CIA offices and from the contributing IAC and non-IAC agencies, rather than intermittent crash projects. Were compensatory leave used instead, production would be achieved at an earlier time only to be lost later.

b. Level of Review and Approval. Requests for overtime are initially reviewed and approved by the Division Chief concerned, subject to final approval by the AD/BI.

25X1A1a. Future prospects. During FY 1957, OBI required about [redacted] overtime. This overtime use reflected the impact on OBI of unbalanced NIS production and the need of certain high-priority projects. OBI received almost half of the total NIS production for FY 1956 in the final quarter of that year. This meant that a heavy overtime schedule extending through November 1956 was required by the OBI staff to insure timely dissemination of the material. In addition, overtime was needed in the second half of FY 1957 to expedite the processing of the NIS on the Arctic, which had been produced two years ahead of schedule to meet a high-priority requirement of the Chief of Naval Operations. Again in FY 1958, OBI is faced with the tremendous processing problem implicit in receiving over half of FY 1957's NIS production in the last quarter of the fiscal year. While energetic measures are underway to prevent

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recurrence of this end-of-the-year production peak, nevertheless extensive overtime will be required by OBI to reduce the workload now on hand to a current operating level. The possibility of future reduction in annual overtime requirements will depend in large part upon the effectiveness of measures now being instituted in the contributing offices to insure more even production throughout the year in accordance with the NIS production schedule. It will, of course, require at least one fiscal year and probably two or three before the problem of unbalanced production can be fully remedied. In the meantime, OBI will have no choice under its limited staffing but to use overtime to achieve timely processing and dissemination of the NIS.

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Assistant Director  
Basic Intelligence

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